**Rules of the Road**

* All passengers must use seat belts
* Only park in designated spots, or where your cart will not impede pedestrian traffic
* Pedestrians have the right-of-way at all times
* Do not travel on pathways that are not wide enough to accommodate a cart and pedestrian (even if no pedestrians are present)
* If you are on a pathway with pedestrians, the maximum speed of the vehicle may not exceed that of pedestrian traffic
* Do not use cell phones while operating a vehicle
* Take care that pedestrian traffic around you may be distracted

**Reporting an accident**

* Emergency services should be contacted immediately if there are injuries or damage – 713-743-3333 or 911 from a campus phone
* All accidents should be reported to your supervisor immediately, who will notify the Department Vehicle Custodian, and they will both contact the Fleet Manager – an incident checklist is present in the cart
* All university personnel have **an obligation** to report suspected cases of vehicle misuse to their supervisor